

## EXHIBIT SPACE INFORMATION

### *Embassy Suites Franklin*

Wednesday, March 27 – Friday, March 29, 2024

#### Company Information

Company Name: \_\_\_\_\_

Name to be listed on agenda and in booth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website Link: \_\_\_\_\_

Email: \_\_\_\_\_

<b>BOOTH SIZE</b> includes 1 Badge 1 skirted table, 2 chairs, wastebasket, booth sign	<b>QTY</b>	<b>EARLY BIRD</b>	<b>Regular</b> (after 2/26/24)	<b>Amount Due</b>
<b>8'x8' Without Power</b>		\$625.00	\$675.00	
<b>8'x8' With Power</b>		\$720.00	\$770.00	
<b>Additional Exhibitor Badges</b>		\$200.00		
<b>Reception Sponsor</b> (Logo on marketing material)		\$500.00		
<b>Golf Outing Sponsor</b>		\$100.00		
<b>Golf Outing Players</b>		\$95.00		
<b>Total Amount Due</b>				<b>\$</b>

Sponsors that are taking advantage of the booth space will get first choice of booth assignment based on level of sponsorship and date of commitment to sponsor.

Preferred Booth(s) 1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
Power requested: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Payment Information: <input type="checkbox"/> Charge credit card below <input type="checkbox"/> Send me an invoice		
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Card#		
Sec #	Exp. Date:	
Name on Card:		
Cards Billing Address:		
Amount Charged:	Signature:	

#### Make Checks Payable To:

ACTS  
PO Box 644  
Conway, AR 72033

Canceling before 2/26/24 will receive a refund, less a non-refundable \$100 deposit. No refunds will be issued after this date.

Charge will show ACTS NOW on statement.

**Exhibitor Badges**

**\$200 per additional person**

\_\_\_\_\_  
Primary Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

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Mailing Address

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City, State, ZIP

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Phone

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Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Golf Outing Players:**

**\$95 per player**

\_\_\_\_\_  
Player 1

\_\_\_\_\_  
Player 2

\_\_\_\_\_  
Player 3

\_\_\_\_\_  
Player 4

\_\_\_\_\_  
Player 5

\_\_\_\_\_  
Player 6

## EXHIBIT HALL FLOOR PLAN

Please refer to floor plan on the event website ([www.tennessee.damagepreventionsummit.com](http://www.tennessee.damagepreventionsummit.com)) and click on “Exhibitors” tab. Indicate the first (3) booth choices on the registration form. If requested selections are not available, the next best space will be assigned. Sponsors will get first choice based on date confirmed.

## EXHIBIT HALL HOURS

### Wednesday, March 27

1:00 PM – 5:00 PM – Exhibitor Set up

5:00 PM – 6:30 PM – Hall opens with Reception

### Thursday, March 28

7:00 AM – 6:00 PM – Exhibit Hall open

### Friday, March 29

7:00 AM – 10:00 AM – Exhibit Hall open

10:00 AM – 12:30 PM – Exhibitor teardown

### *Hotel Room Information*

A block of rooms has been reserved at Embassy Suites. Room rates are **\$169** per night.

Reservations must be made by **March 4, 2024** to receive this rate.

Please call (615) 515-5151 or (800) 362-2779.

Group Code: **90L**

### [Available Rooms - Embassy Suites Franklin](#)

### *Inbound Shipping Information*

Boxes cannot arrive **before 3/25/2024**

#### **Shipping Address:**

Embassy Suites by Hilton

Attn: Hotel Sales

TN Summit – March 27 – 29

820 Crescent Centre Dr

Franklin, TN 37067

**Outbound** – Pick-up must be scheduled by the carrier and all boxes should have labels.